



Pride of the Ojibwe

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Content Creator

Job Title:	Content Creator
Posted date:	September 8th, 2026
Closing Date:	Open Until Filled
Salary:	Dependent on Qualifications
Department:	Gide'inaan Language & Culture Division, Tribal Government Offices
Reports to:	Language & Culture Division Director

Position Summary

The Content Creator works closely with the Division Director and Project Manager on the planning and production of Ojibwe language and cultural content that enhance the physical, social, cultural, and spiritual well-being of the Lac Courte Oreilles community. The Content Creator will be responsible for the marketing and promotional needs of the Language & Culture Division and will assist in delivering targeted community programming to advance the initiatives of the Division.

This position requires technical writing, proficiency in social media platforms, expertise in technology, and an understanding of goals of the Language and Culture Division, the Tribal Administration, and the greater community. The successful candidate will demonstrate familiarity with written and spoken Ojibwemowin, deep cultural knowledge as it pertains to Odaawaa-zaaga'igan, with exceptional attention to detail, the ability to independently manage complex projects and deadlines, and a strong track record of demonstrated success in previous positions. The role requires strong organizational and time management skills, with the ability to manage workload priorities and maintain steady progress on assignments in both a professional office environment, and within the context of the Anishinaabe culture and lifeways.

Key Responsibilities

Clerical tasks

- Organize and supervise college interns (Audio/Video Curators)
- Manage social media platforms for the L&C Division (Facebook, Instagram, TikTok, YouTube)

- Curate content for weekly radio show/podcast
- Curate content for online learning/access
- Manage participants records/data entry
- Assist with Elder Advisory Board meetings
- Assist with L&C Division Learning Circles and other programming

Planning, Delivery & Community Engagement

- Collaborate with Division partners, Tribal departments and entities to develop strategic plans and program initiatives for Ojibwe Language & Culture goals.
- Advise leadership on opportunities, potential collaborations, and policy considerations.
- Train and co-supervise Division interns.
- Facilitate and co-facilitate Division-led activities throughout the year, including some evenings and weekends.
- Design and administer community access to programming of the Language & Culture Division.
- Compile and analyze data from community, inter-tribal, and national studies to guide the best practices of the Division.
- Conduct research through literature review, interviews, and records analysis.
- Prepare written reports, newsletters, web content, and public information materials.
- Assist with public meetings, hearings, and General Membership presentations.
- Support Tribal strategic planning initiatives.

Minimum Qualifications

- Bachelor's degree in Marketing, Media, or related field preferred.
- Minimum three (3) years of professional experience in a tribal community.
- Desire to obtain a working proficiency in Ojibwemowin.
- Demonstrated experience managing complex, multi-component projects.
- Demonstrated history of quality media development.
- Proficiency in Microsoft applications.
- Valid driver's license.
- Ability to pass pre-employment drug screening and background check.

Knowledge, Skills & Abilities

- Strong ability to work independently with a high level of professionalism, discretion, and trustworthiness.
- Excellent time management and project prioritization skills with the ability to manage multiple concurrent deadlines.
- Advanced understanding of tribal communities, tribal government, and tribal sovereignty.
- Excellent organizational, written, and verbal communication skills.
- Strong technology skills with audio/video editing experience.
- Familiarity with the Lac Courte Oreilles community and Tribal governance.
- Ability to manage multiple deadlines in a fast-paced environment.
- Strong teamwork and cross-department coordination skills.
- Strong data collection, analysis, and evaluation skills.
- Perform other related duties as assigned to support Division and tribal priorities.

Performance Metrics

Performance in this role will be evaluated based on measurable outcomes including, but not limited to:

- Assistance in the timely submission of projects.
- Demonstrated success rate in community engagement with L&C Division media platforms.
- Effective management of multiple concurrent project timelines and deadlines.
- Quality of projects completed.
- Responsiveness and collaboration with Tribal departments and leadership.
- Contribution to departmental programming goals and strategic priorities.

Application Procedure & Requirements:

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**
6. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

APPLICANTS MUST SUBMIT A WRITING SAMPLE IN ELECTRONIC FORMAT TO THE HUMAN RESOURCES DIRECTOR.

SUBMIT OR MAIL TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

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Hayward, WI 54843

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***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***

Indian Preference

Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b) provides that any contract, subcontract, grant or subgrant pursuant to an act authorizing grants to Indian organizations or for the benefit of Indians shall require that, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians; and (2) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452).